

2000 CLARK HOUSING REVIEW BOARD BYLAWS

ARTICLE 1: REVIEW BOARD PURPOSE AND MEMBERSHIP

Section 1. Review Board Composition

The Clark Housing Review Board shall be authorized by the Board of County Commissioners to provide funding guidance and programmatic review for funds from the U.S. Department of Housing and Urban Development's Home Investment Partnerships Program (24 CFR Part 92) and other such related programs as may from time to time become available consistent with program requirements and the Clark County Consolidated Plan. The Review Board shall be composed of the following:

- a) County Treasurer or Deputy Treasurer
- b) two individuals with experience in the field of finance who are not county employees or elected officials; one of these individuals should be experienced in construction finance
- c) eight at-large members who have knowledge or expertise in affordable housing appointed by the Board of Commissioners

Section 2. Review Board Responsibilities

The responsibilities of the Review Board shall be as follows:

- a) review of housing applications in light of the funding source's project evaluation criteria and guidelines including, but not limited to,
- b) determine project funding levels and terms and recommend to the Board of County Commissioners.
- c) developing of bylaws and rules of procedure for the conduct of meetings.
- d) Staff shall provide a staff recommendation to the Review Board of HOME projects. The eleven member Review Board will review recommend HOME funding applications and recommend to the Board of County Commissioners for their final approval.

Section 3. Appointment

- a) Review Board members will be appointed by the Board of Commissioners and will receive a formal delegation from the Board of Commissioners to act in their behalf on the issue of loans, grants, etc., from HOME funds.
- b) Review Board members for the finance and at-large positions shall be filled by appointment of unexpired terms when vacancies occur.
- c) Initial appointments to the Review Board will provide for staggered terms, as follows:

At-large members: two years (initial appointment of existing members under the combined board only shall be staggered. Members with birthdays on even numbered days appointed for two years and members with birthdays on odd numbered days appointed for three years.)

Finance members: three years

- d) Members will be experts in their fields and will also express a commitment to avoid competition for fund monies during their terms.
- e) Members shall avoid conflict of interest, as defined by Washington State law and the U.S. Department of Housing and Urban Development, Home Investment Partnerships Program (HOME).
- f) Members may be re-appointed at the end of their terms.

ARTICLE 2: ORGANIZATION

Section 1. Absences

Unexcused absences from three (3) consecutive meetings shall constitute cause for removal by the Board of Commissioners.

Section 2. Alternates

No alternates are allowed, except for the County Treasurer.

Section 3. Officers

The Review Board shall annually appoint a Chair and Vice Chair for a term of one year. In the absence of the Chair, the Vice Chair shall preside over the meeting.

Section 4. Proceedings

The proceedings shall be guided by use of the current edition of Robert's Rules of Order in all cases where it is applicable and in which it is not in conflict with the provisions of these bylaws and any other rules of procedure the Review Board may adopt.

Section 5. Regular Meetings

Regular meetings of the Board shall be held on the fourth Thursday of each month unless otherwise ordered by the Board and shall be announced at least 24 hours in advance.

All regular meetings shall be open to the public.

Section 6. Special Meetings

Special meetings may be called by the Chair, or at least three members of the Review Board. Notice of special meetings shall be posted no less than 24 hours before said meeting in the location of the offices of the Department of Community Services.

Section 7. Quorum

A quorum shall consist of a simple majority (six persons) of the Review Board membership.

Section 8. Action

The vote of a majority of the members present shall decide questions and action to recommend a project for funding brought before a meeting of the Review Board unless the bylaws explicitly require otherwise.

Section 9. Subcommittees

No subcommittees shall be formed by the Review Board.

ARTICLE 3: AMENDMENTS TO BYLAWS

Section 1. Bylaws Adoption

Initial adoption of the bylaws shall have the affirmative vote of not less than a majority of the Review Board and the approval of the Board of Commissioners. Subsequent amendments to the following Articles and Sections shall not occur without the approval of the Board of Commissioners:

Article 1:	All Sections
Article 2:	All Sections
Article 3:	Section 1

Section 2. Effective Amendments

Amendments to these bylaws shall become effective upon receiving an affirmative vote of not less than a majority of the Review Board, and the approval of a majority of the Board of Commissioners (when required). A notice of a proposed bylaws change shall have been submitted at the preceding regular meeting.